

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-11889 FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facility Management Division		POSITION NUMBER (Agency - Unit - Class - Serial) - - -	
UNIT NAME AND CITY LOCATED Region I - Sacramento		CLASS TITLE Office Assistant (Typing)	
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		SPECIFIC LOCATION ASSIGNED TO 1304 "O" Street, Sacramento	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-002-1379-925	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.			
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Office Building Manager I, the incumbent assists in the general office work that will utilize all levels of clerical support in the areas of office organization and support to establish and maintain cooperative working relationships with all assigned Facility Management Division (FMD), personnel, tenant agencies and service suppliers. Variety of duties related to the daily management and operation of state owned real property.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
30%	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The CADA building is located at 1304 "O" Street and consists of approximately 48,227, square feet of space.</p> <p>To ensure the proper policies and procedures are being followed, the following work will be performed In accordance with the principles and guidelines of the DGS and SAM Manuals, the RESD and FMD strategic plans, the guidance of the FMD headquarters office/staff, DGS's OFS and OHR. The combination of general office duties include, but are not limited to, invoice processing for payments, typing, mail and document handling, filing and records management, document preparation and review, statistical and other record keeping, ordering and maintaining supplies and equipment.</p> <p>ESSENTIAL FUNCTIONS Clerical In order to provide general clerical support to facilitate the procurement of materials, supplies and services needed for the building managed by FMD in accordance with DGS and FMD procedures/guidelines:</p> <ul style="list-style-type: none"> • Maintains logs for purchase service order denial and incoming contracts using Excel spreadsheet. • Provides information to vendor inquiries regarding invoice payments by utilizing the Activity Based Management System (ABMS). • Processes incoming Central Purchasing Unit (CPU) mail by opening, date stamping and distributing to appropriate CPU employee. 		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT			
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE

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	<ul style="list-style-type: none"> Creates and maintain complete filing system for the CPU including all related correspondence, STD. 204, etc., using personal computer and creating a hard copy filing system. Creates unit invoice transmittal using personal computer. Faxes documents to interested parties as appropriate or instructed. Contacts Building Office Manager and/or staff for receipt of goods or services via email or phone.
30%	<p><u>Accounting</u></p> <p>In order to obtain supplies, products, parts and/or equipment to maintain services or repairs for clients in accordance with FMD procedures:</p> <ul style="list-style-type: none"> Enters all purchase orders and service orders into automated database system using personal computer. Matches incoming invoices to purchase/service orders to ensure completeness and accuracy. Matches purchase and service documents to completed purchase and service confirmations to ensure all goods and services are received. Processes incoming invoices for prompt payment and dispute invoices utilizing standard forms. Copies and assembles invoices for processing to the Office of Fiscal Services (OFS). Contacts vendors to clarify any invoice discrepancies via phone.
30%	<p><u>Public Information Responder/Troubleshooter</u></p> <p>In order to provide accurate information to the public and DGS staff:</p> <ul style="list-style-type: none"> Answers telephone calls/voice mails from the CPU toll-free line. Acts as back-up for the main FMD Headquarter phone line as needed. Assists managers/supervisors, analysts in obtaining important data and documents from both electronic and hard files including archives.
10%	<p>MARGINAL FUNCTIONS</p> <p>In order to maintain good working condition of all office machines and keep the office working effectively and efficiently as required by management:</p> <ul style="list-style-type: none"> Takes physical inventory of office equipment and maintaining an inventory database. Assists in coordinating annual equipment inventory using appropriate database. Ensures all office equipment is maintained for functionality by reporting any malfunctions to supervisor.
	<p>KNOWLEDGE AND ABILITIES</p> <p>Ability to: Perform clerical work, including ability to spell correctly; use good English; make arithmetical computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance.</p>
	<p>SPECIAL REQUIREMENT</p> <p>Ability to: Type at a speed of not less than 40 words per minute from ordinary manuscript or printed or typewritten material.</p>
	<p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> Exhibit professional working manner and ability to deal tactfully and effectively in a busy office environment. A demonstrated interest in assuming increasing responsibility. Display mature judgment, loyalty, poise, tact and discretion. Excellent organizational and memory skills.
	<p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> Good attendance record and history of punctuality required. Ability to organize and set priorities. Certify typing speed of 40 words per minute. Working proficiency in Microsoft Word, Excel and other Microsoft software applications. Education equivalent to completion of the twelfth grade.

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	<p>INTERPERSONAL SKILLS</p> <ul style="list-style-type: none">• Ability to work well with a team or independently.• Ability to take and follow direction from supervisors.• Ability to keep required job schedule, ability to focus attention on details.• Ability to communicate on a one-to-one basis for the purpose of obtaining or providing communication.• Good telephone etiquette; ability to effectively communicate with persons at all levels. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none">• Requires appropriate dress for a professional office environment.• Requires ability to effectively handle stress and deadlines in a fast pace work environment.• Ability to move about, stand, reach, stoop or bend.• Daily and frequent use of personal computer and a variety of office software applications at a workstation.